

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2110

TITLE: COURT CLERK II

GRADE: S-16

DEFINITION:

Under administrative supervision, performs a variety of specialized administrative tasks pertaining to courtroom and court-related proceedings; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Court Clerk II is used to describe the full-performance or journey level work performed by the positions assigned to assist a judge in-court by overseeing court proceedings and the positions assigned to decide and administer probate matters in the fiduciary section of the Circuit Court. The Court Clerk I is the entry (or underfill) level for both these functions.

ILLUSTRATIVE DUTIES:

In all areas:

Maintains up-to-date knowledge of the provisions in Code of Virginia relating to court or other legal procedures as appropriate for assigned area;
Responds to inquiries from the public, attorneys and judges concerning court and legal procedures;
Participates in the training of new Court Clerks and Law Clerks;
Enters court-related data into, and retrieves data from, a computer system; and
Ensures the accuracy of legal or court-related documents and prepares special affidavits as needed.

Judicial Section - Circuit Court:

Reviews files and briefs the assigned judge on the history and status of cases;
Attends court on a daily basis;
Assists a judge in the courtroom;
Oversees court proceedings to ensure proper procedures are followed;
Impanels juries;
Administers oaths to court reporters, interpreters, jurors, defendants and witnesses;
Arraigns defendants;
Takes notes on court proceedings, motions and rulings;
Marks and maintains or tracks custody of exhibits, and ensures security of exhibits;
Ensures that all admitted evidence is received by jurors;
Uses computer in and out of the courtroom to verify, enter and update information, and generate a variety of forms, reports and correspondence;
Reads verdicts aloud in court and polls juries;
Prepares and appropriately distributes a variety of forms;
Coordinates with the docket clerk to ensure efficient case distribution;
Researches and interprets Virginia Code sections which apply to court procedures;
Serves as liaison between judge and attorneys, court personnel, County and state agencies, the news media and the general public;
Disseminates documents and case information to appropriate criminal justice agencies;

Prepares and processes warrants of arrest and rules to show cause as ordered by a judge;
Arranges court hearings as ordered by a judge;
Prepares orders in criminal cases to reflect a judge's decisions and disseminates orders to appropriate recipients;
Safeguards and controls access to confidential information;
Maintains court and caseload statistics;
Maintains the judge's calendar;
Receives and evaluates the judge's incoming mail; and
Assists the division manager with a variety of related duties and special projects.

Fiduciary Section:

Evaluates and decides the validity of wills presented for probate by applying the relevant Virginia Code and case law;
Determines the legal qualifications of persons who present themselves for appointment to official positions as representatives (or fiduciaries) of decedents' estates;
Explains the fiduciary responsibilities to persons appointed as representatives of estates;
Drafts, issues and signs court orders establishing the status of wills and appointing persons to official capacities in the execution of estates;
Determines and declares the type and amount of the bond to be set for the fiduciary;
Calculates and collects the probate tax and fees from the fiduciary;
Maintains records of delinquent probate tax accounts and issues show-cause orders when necessary;
Selects and appoints a disinterested attorney to serve as guardian ad litem for minors and incompetent persons;
Provides training to judges, attorneys and others in the probate process;
Creates, assembles and maintains fiduciary files; and
Performs various clerical and administrative duties in support of the probate-fiduciary function.
NOTE: Admitting wills to probate, issuing orders, and making appointments are performed as Deputy Clerk of the Circuit Court; these acts carry the full authority of the Court.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**For all Court Clerk II positions:**

Knowledge of legal terminology and statutes relating to Virginia Circuit Courts;
Knowledge of court or other legal procedures;
Ability to communicate effectively, both orally and in writing;
Ability to operate a personal computer and perform data entry, maintenance and retrieval activities;
Ability to read and interpret law and regulations;
Ability to work accurately with detailed material;
Ability to prioritize work and meet deadlines;
Ability to maintain confidentiality of information; and
Ability to interact with persons in emotional and sensitive situations with tact and discretion.

Additional requirements for Judicial Section Court Clerk II positions:

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Familiarity with the procedures used in courtroom and post-courtroom handling of detainees and probationers;

Familiarity with sentencing requirements; and

Public speaking skills.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

High school graduation or a G.E.D. issued by a state department of education; PLUS

Four years of experience in responsible clerical/administrative work, two years of which must have been in probate, court work, or in a law office.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: August 11, 1997

REVISED: December 19, 1995

REVISED: January 14, 1986